

 **INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

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|-----------------------------|---------------------------|---------------------|
| 1. Post GUATEMALA | 2. Agency STATE | 3a. Position Number |
|-----------------------------|---------------------------|---------------------|

3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes No

4. Reason for Submission

a. Redescription of duties: this position replaces
(Position Number) _____ , (Title) _____ (Series) _____ (Grade) _____

b. New Position
 c. Other (explain) Update

| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date (mm-dd-yyyy) |
|----------------------------------|--------------------------------|-------|----------|-------------------|
| a. Post Classification Authority | Architect, FSN-1110 | | | |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

| | |
|--|---------------------|
| 6. Post Title Position (If different from official title) Facilities Architect | 7. Name of Employee |
|--|---------------------|

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| 8. Office / Section MANAGEMENT | a. First Subdivision Facilities Management Section |
| b. Second Subdivision | c. Third Subdivision |

| | |
|---|--|
| 9. This is a complete and accurate description of the duties and responsibilities of my position _____ Printed Name of Employee _____ Signature of employee _____ Date (mm-dd-yyyy) | 10. This is a complete and accurate description of the duties and responsibilities of this position _____ Printed Name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy) |
|---|--|

| | |
|--|--|
| 11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy) | 12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Tamara Comiskey _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) |
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13. Basic Function of Position

Responsible for all existing and new architectural installations and applications on the U.S. Embassy Government Own buildings, to include all submittals developed internally by other Facilities Management staff (Mechanical, Electrical & Civil/Structural). This includes the Chancery Building, Ambassador Residence and Facilities Management Annex. Incumbent prepares surveys that document, evaluate, and recommend solutions for site follow-on projects. Assists in developing independent government estimates as requested by the Facility Manager and Senior Facility Engineer. Incumbent plans, reviews, and coordinates design and construction operations to ensure compliance with design drawings and specifications. Ensures

architectural installations and applications are completed in accordance with quality performance standards. Review architectural material acquisitions, requests for information (RFI's), submittals, and ensures contract performance measures are met per the position discipline. Provides architectural assistance to the USG and Contractor construction teams as needed. Evaluates the project construction to ensure compliance with USG architectural standards.

Prepares architectural drawings, plans and specifications for small scale projects in accordance with USG architectural standards. Performs all bid process requirements as directed by the Facility Manager and Senior Facility Engineer. Provides contract administration services during construction to ensure compliance with the construction documents & design. Performs related duties as assigned or required to meet U.S. Mission and Facilities Management Section goals and objectives.

Provides assistance in the development of the Statement of Work (SOW), and the production of construction documents for large scale projects. Performs all survey work and provides all required information to the engineering design team as requested. Once the construction documents have been completed, performs all bid process requirements to include but not limited to pre-proposal conference / site visits and Technical Evaluations Panel (TEP) reviews as directed by the Facility Manager and Senior Facility Engineer. Provides contract administration services during construction to ensure compliance with the SOW and other applicable construction documentation.

| 14. Major Duties and Responsibilities | % of Time |
|---|------------------|
| 1. Plans, reviews, manage and designs architectural plans/drawings/specifications | 70% |
| 2. Provides oversight of new and existing architectural installations | 25% |
| 3. Other duties as assigned | 5% |

15. Qualifications Required For Effective Performance

- a. Education
Bachelor degree in architectural design from an accredited or internationally recognized college or university.
- b. Prior Work Experience
Five (5) years architectural design experience.
- c. Post Entry Training
Must quickly grasp all Department of State security concepts, including the safeguarding of sensitive but classified (SBU) information. Safety Health and Environmental Management rules.
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).
English: Level IV spoken and written. Spanish: Level IV spoken and written.
- e. Job Knowledge
Must take full responsibility in ensuring new architectural, mechanical electrical and civil/structural design projects meet all current codes. Must have experience in construction administration and project management. Must have experience writing architectural engineering specifications and cost estimations, based on the Building, Electrical, Safety and Fire codes. Must be able to evaluate existing facility architectural systems.

Shall take full responsibility in ensuring new architectural, mechanical electrical and civil/structural design projects meet all current Building, Electrical, Safety and Fire codes. Experience in construction administration and project management is a must. The ability to develop architectural engineering blueprints, schematic diagrams, building plans and specifications and cost estimations is a necessity. Must be able to evaluate existing facility architectural systems and suggests repairs or upgrades.
- f. Skills and Abilities
Must be experienced with Drafting Software, AUTOCAD 2010 or later, Modeling and Rendering Software and Microsoft standard office software applications. Must be proficient in the use of all equipment required for architectural design, such as cameras, printers and plotters, laser level and measure devices and computers. May be required to work out of normal hours, including weekends, local and American holidays.

16. Position element

- a. Supervision Received



Reports directly to Senior Facility Engineer.

b. Supervision Exercised

None.

c. Available Guidelines

FAM, FAR and current International Building Codes (IBC), electrical, fire and safety codes pertinent to electrical applications. Safety, Health & Environmental Management (SHEM), Occupational Safety, Health and Environmental Management (OSHA).

d. Exercise of Judgment

Must have strong problem solving skills relating to architectural field; must be able to multi-task with ever changing priorities; must demonstrate ability to consistently display a high level of commitment, compliance and leadership in the mission's values and objectives.

e. Authority to make Commitments

N/A

f. Nature, Level, and Purpose of Contacts

Must be able to gain fully understanding of outside contractor work fields in order to select the best contractors for each project. Have contact with the Local Government entities in order to perform different kind of project which involves public or private property because of the internal country regulations.

g. Time expected to Reach Full Performance Level

One year.